

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
FEDERAL FIREARMS LICENSEE THEFT/LOSS REPORT

All entries must be in ink. Please read notices and instructions on reverse carefully before completing this form.

SECTION A - FEDERAL FIREARMS LICENSEE INFORMATION

FEDERAL FIREARMS LICENSE NUMBER	FEDERAL FIREARMS LICENSEE TELEPHONE NUMBER <i>(Include area code)</i>
TRADE/CORPORATE NAME AND ADDRESS OF FEDERAL FIREARMS LICENSEE <i>(Address should reflect the number, street address, city, State and ZIP code)</i>	

NAME, ADDRESS AND TELEPHONE NUMBER OF PERSON MAKING REPORT *(Address should reflect the number, street address, city, State and ZIP code. Include area code in the telephone number.)*

SECTION B - THEFT/LOSS INFORMATION

	DATE	TIME	DESCRIPTION OF INCIDENT
DISCOVERED			<input type="checkbox"/> ROBBERY <input type="checkbox"/> LARCENY
POLICE REPORT NUMBER			<input type="checkbox"/> BURGLARY <input type="checkbox"/> OTHER
REPORTED TO ATF HOTLINE			ATF HOTLINE INCIDENT NUMBER
NAME AND ADDRESS OF LOCAL AUTHORITY TO WHOM REPORTED			

SECTION C - DESCRIPTION OF FIREARMS

ACQUISITION DATE	MANUFACTURER	MODEL	CALIBER/ GAUGE	SERIAL NUMBER

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I ALSO UNDERSTAND THAT FAILURE TO REPORT THE THEFT OR LOSS OF A FIREARM FROM MY INVENTORY OR COLLECTION WITHIN 48 HOURS AFTER THE THEFT OR LOSS IS DISCOVERED IS A VIOLATION OF 18 U.S.C. § 923 (g)(6) PUNISHABLE AS A FELONY.

AUTHORIZED SIGNATURE	DATE
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IMPORTANT NOTICE

Section 923 (g), Title 18 U.S.C., requires each Federal Firearms Licensee (FFL) to report the theft/loss of a firearm from the licensee's inventory or from the collection of a licensed collector, within 48 hours of discovery **to the Bureau of Alcohol, Tobacco and Firearms (ATF)** by calling 1-800-800-3855 and **to local law enforcement authorities**.

FFLs who report a firearm as missing and later discover its whereabouts should advise ATF that the firearms have been located. Licensees reporting theft/loss of firearms registered under the National Firearms Act must provide written notification to the National Firearms Act Branch, pursuant to 27 C.F.R. § 179.141.

This form should not be used by common carriers for reporting the theft/loss of firearms. Thefts/losses from interstate shipments must continue to be reported on ATF F 3310.6, Interstate Firearms Shipment Report of Theft/Loss.

INSTRUCTIONS TO FEDERAL FIREARMS LICENSEES

1. FFLs must report the theft/loss of firearms to the ATF Theft Hotline Number (1-800-800-3855) within 48 hours of discovery.
2. This form is to be used to provide written notification of firearms thefts/losses **in addition to** reporting firearms thefts/losses to the ATF Theft Hotline. Document the date that you report the information to the ATF Theft Hotline in Section B of this form. An ATF Theft Hotline representative will provide you with an ATF Theft Hotline Incident Number. That number must be recorded in Section B of this form. **This form must be forwarded to the address referenced in item 5 within 48 hours of discovery.**
3. A separate form is required for each theft/loss report. This form must be prepared in ink, signed, and dated. Please use ATF F 3310.11A, Federal Firearms Licensee Theft/Loss Report Continuation Sheet, when the number of lost/stolen firearms exceeds the space allowed in Section C.
4. The description of the lost or stolen firearms provided in Section B of this form should be identical to the information contained in the Record of Acquisition and Disposition required by 27 CFR Part 178 Subpart H.
5. Upon completion, the original must be forwarded to the following address:

**Bureau of Alcohol, Tobacco and Firearms
National Tracing Center
Attn: Firearms Interstate Theft Program Manager
244 Needy Road
Martinsburg, WV 25401**

6. Copy 1 should be removed and retained as part of the licensee's permanent records.
7. FFLs must reflect the theft/loss as a disposition entry in the Record of Acquisition and Disposition required by 27 CFR Part 178, Subpart H. The disposition entry should indicate whether the incident is a theft or loss, the ATF Theft Hotline Report Number, and the Incident Number provided by the local law enforcement agency.
8. Should any of the firearms be located, they should be re-entered into the Record of Acquisition and Disposition as an acquisition entry.
9. Additional forms may be obtained through the ATF Distribution Center, P.O. Box 5950, Springfield, Virginia, 22150-5950, (703) 455-7801.

PAPERWORK REDUCTION ACT NOTICE

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information is to provide notification to ATF of the theft or loss of firearms from the inventory of a Federal firearms licensee and from the collection of a licensed collector. The information is subject to inspection by ATF offices. The information on this form is required by 18 U.S.C. 923(g)(6).

The estimate average burden associated with this collection is 24 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco and Firearms, Washington, DC, 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.